Discovery Place

*Job Description*

**Title: Development Coordinator**

**Reports To: Director of Corporate Philanthropy**

**Date Prepared: August 13, 2018**

**FSLA Status: Exempt, Full-time**

**Department: Advancement: Development/Membership**

**SUMMARY**

As an early career fundraiser, the Development Coordinator will be an essential member of Discovery Place’s high-energy, fast-paced development team. The Development Coordinator will manage their own portfolio of prospects as well as stewardship for a portfolio of donors. Additionally, they will work collaboratively on a solicitation team for annual fund and major donors to the institution. Daily duties will include the direct stewardship of donors through engagement activities, benefit delivery, active correspondence, timely reports, and accurate record keeping. Other primary duties include crafting proposals, solicitation materials, and cases for support while adhering to stringent deadlines. The Development Coordinator will also work closely with front-line fundraisers on the identification, evaluation, cultivation, solicitation, and stewardship of both institutional and individual donors to Discovery Place.

The Development Coordinator will report to the Director, Corporate Philanthropy but will also receive assignments from the Senior Director of Development, Director of Foundation Relations, Chief Advancement Officer; and President & CEO.

**Essential Duties and Responsibilities**

* Manages a portfolio of 25-50 donors and prospects (primarily institutional); Creates and executes a cultivation, solicitation, stewardship, and communication plan for each donor with the goal of securing, retaining, and upgrading each donor
* Coordinates the delivery of donor benefits; including comp tickets, writing donor spotlight stories, and ensuring proper donor recognition on marketing materials
* Coordinates the scheduling of employee days, volunteer activities, and private events working closely with the Manager of Donor Engagement, Manager of Special Events, and Director of Volunteer Services
* Develops and writes proposals to corporations, foundations and grantmaking organizations for contributions (up to $50K), often managing multiple deadlines; Works with staff across departments to secure needed project information, including budgets
* Tracks foundation, corporate and individual gifts and deadlines;
* Prepares supporting documentation for both individual and institutional proposals for the department (e.g. letters of support, budgets, benefits, photographs/illustrations etc.)
* Collects proof of performance and tracks program data used to draft reports on funded activities
* Conducts research and identifies viable prospects to fund institutional priorities and support specific projects
* Crafts narratives describing upcoming exhibitions, films and programs; Writes white papers and case statements for support; Conducts research and catalogs statistics regarding the benefits of STEM and nature-based education
* Oversees prompt acknowledgment of institutional gifts
* Serves as administrator for ASC Grants;
* Documents all activity in Altru database in a timely fashion and ensures contact and activity information for donor and prospect records is accurate
* Assists with departmental and organizational events as needed;
* Serves as ambassador for Discovery Place at corporate fairs and in the community;
* Other duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED**

* Bachelor’s degree;
* 2 years of experience, preferably in a fundraising setting, or strong desire to learn fundraising operations in a non-profit institution;
* Enthusiasm for and the ability to communicate Discovery Place’s mission and programs with sincerity, persuasion, and passion
* Excellent written, oral, and interpersonal communication skills;
* Self-motivated, detail oriented, and highly-organized;
* Strong logistical, analytical, and database skills;
* Ability to handle confidential donor information with discretion;
* Ability to seek and synthesize information from research and work well with other DP professionals;
* Ability to work both as a team member and autonomously in a fast-paced, deadline-driven, results-oriented environment;
* Ability to work some nights and weekends as required for events and deadlines;
* Follows policies and procedures;
* Completes tasks correctly and on time;
* Assists in achieving department goals and objectives;
* Strong interest in the mission of Discovery Place.

**PHYSICAL REQUIRMENTS**

* Must be able to lift up to 25 lbs;
* Must be able to drive to off-site locations on occasion;
* Walking, standing and sitting during the day at various locations.

***The foregoing description is not intended and should not be constructed to be an exhaustive list of all responsibilities of the Development Associate. Other duties may be assigned.***

**To apply, please visit DiscoveryPlace.org/Careers**

**All applications must be submitted through the website portal.**